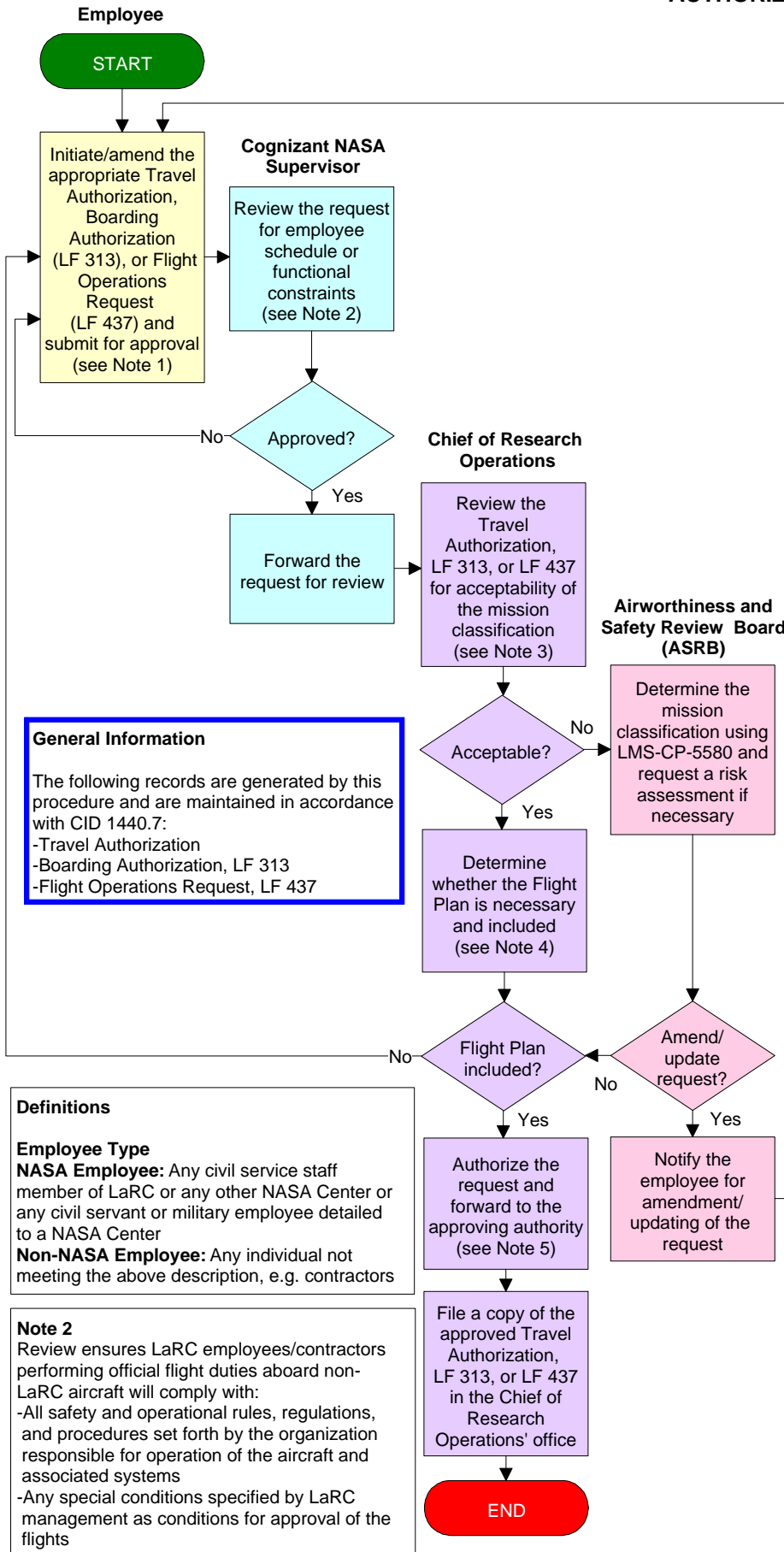


# AUTHORIZING FLIGHT ABOARD NON-LARC AIRCRAFT

LMS-CP-0904  
Revision: B-5



## Objectives:

- ensure boarding authorization in accordance with NASA regulations, guidelines, and policies
- document appropriate approvals and provide traceability for management

Approval \_\_\_\_\_ Original signed on file

Deputy Center Director

## Note 1

All LaRC employees required to perform official duties aboard non-LaRC aircraft of any classification (excluding Common Carrier and Administrative Aircraft), must have travel orders, specifically approving each flight, regardless of duration, point of origin, destination, or itinerary. In addition to the administrative information required for travel orders, the following will be included:

- Identification of aircraft ownership, classification (experimental, research, etc.) and certification.
- Description of the purpose of the flight or mission.
- Description of the function of the traveler, aircraft crew (necessary for the operation of the aircraft and its systems), research crew (research systems operation/ monitoring or related to data acquisition), or observer (witness demonstration or operation of aircraft/research system, procedures or technology deemed to be in the best interest of the Government).
- A flight plan and/or itinerary.

**WARNING:** LaRC personnel participating in flights aboard non-NASA aircraft must ensure that their activities remain within the scope of their approved travel authorization. Unauthorized activities may subject the employee to safety hazards, personal liability, and disciplinary action. Reference 41 CFR Parts 101-37, 300-3, 301-10, 301-70 for disclosure information for persons flying aboard Government aircraft.

LaRC Contractor employees required to perform official Government-support duties aboard non-LaRC aircraft of any classification (excluding common carrier) must have contract initiated travel orders.

For single or multiple flights over a limited period of time that do not qualify for travel reimbursement, a LF 313 may be approved instead of trip-specific orders.

LaRC civil service and contractor personnel aboard non-LaRC flights originating from B1244 ramp area will complete the lower portion of the Flight Operations Request, LF 437, (manifest) to document their participation. Since approvals have been previously obtained (Travel Authorization/LF 313), the LF 437 requires Chief of Research Operations awareness only.

Non-NASA personnel not part of an LaRC contract, who are flying aboard non-NASA aircraft operating out of LaRC, at the invitation of LaRC personnel, as part of a LaRC program, must have invitational travel authorization issued by the sponsoring organization to cover any reimbursement.

The LF 313 may be accessed through <http://boarding/mainpage.cfm>. Once initiated, the document is printed and completed with appropriate signatures.

**Note 3**

**Experimental aircraft** is one so designated by the FAA or a research aircraft which has not completed an envelope expansion or generated enough operational experience to verify the airworthiness of the configuration.

**Research Aircraft** are used primarily for research and development in aeronautics, earth and atmospheric sciences, and space-oriented programs. Research aircraft may have modifications to the primary structure, control systems, engines and/or aerodynamic surfaces, subject to the approval of the Airworthiness and Safety Review Board (ASRB) as required by LPR 1710.16. However, to be classified as a research aircraft, the vehicle must have completed a flight envelope expansion appropriate to its research configuration, and have been operated sufficiently to generate operational experience to provide verification of the safety of the modifications. FAA certification categories "Limited" and "Restricted" qualify as research aircraft.

**A research mission** is a mission conducted directly for the purpose of data collection.

**Program Support Aircraft** are used primarily for support of NASA programs and projects. Program support aircraft may have modifications provided these modifications do not impact primary structure, control systems, or engines, or make the aircraft unsafe for general-purpose use (including transport of passengers). If the aircraft has been modified, a complete envelope expansion is required prior to the transport of personnel. A program support aircraft may carry passengers to meet programmatic requirements only if it carries an appropriate FAA certificate.

**A program support mission** is a mission for purposes other than data collection or the direct accomplishment of research program/project objectives.

**Note 4**

The requirement for a flight plan is based upon the mission definition and classification. If there is a concern regarding suitability or risk, a flight plan must be attached to the boarding request.

**Note 5**

Travel Authorizations must be completed in accordance with FMM. To accommodate participation aboard non-LaRC aircraft authorization must include the following:

For NASA employees, the Travel Authorization/LF 313 shall be approved by:

- The employee's Organization Unit Manager (OUM)
- Chief of Research Operations
- Director, Flight Research Services Directorate

For non-LaRC NASA employees, the Travel Authorization/LF 313 shall be approved by:

- OUM of the organizational unit responsible for performing the research project/activity
- Chief of Research Operations
- Director, Flight Research Services Directorate

For contractor personnel, contractor travel authorization and invitational Boarding Authorization shall be approved by:

- OUM of the organizational unit responsible for the contract or contract task
- COTR
- Chief of Research Operations
- Director, Flight Research Services Directorate

For other non-NASA personnel, invitational travel authorization/invitational Boarding Authorization shall be approved by:

- OUM of the organizational unit responsible for performing the research project or activity
- Chief of Research Operations
- Director, Flight Research Services Directorate

The Flight Operations Request (LF 437) can be approved by one of the following:

- Chief of Research Operations, FRSD, or designee
- Chief Pilot, FRSD, or designee

Acceptance of travel provided in kind by non-Federal sources requires specific prior approval.

The Director, FRSD, shall receive an information copy of all approved Travel Authorizations/LF 313's.